



**ANNUAL REPORT AND FINANCIAL
STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2020**

TRUSTEES ANNUAL REPORT



Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	Day 1	Month November	Year 2019		Day 31	Month October	Year 2020

Section A Reference and administration details

Charity name	Plan Zheroes – The Zero Food Waste Heroes
Other names charity is known by	
Registered charity number (if any)	1154291
Charity's principal address	22 Venetia Road
	London
	Postcode W5 4JD

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Chris Wilkie	Trustee/Chair		
2	Andrew Mercieca	Finance Trustee/Treasurer	01/11/19 – 09/10/20	
3	Lois Whipp	Finance Trustee/Treasurer	28/09/20 – 31/10/20	
4	Wendy Duncan	Trustee		
5	Jennifer Law	Trustee		
6	Michael Eisenberg	Trustee		
7	Victoria Sims	Trustee	13/10/20 – 31/10/20	
8	Maninder Singh Thandi	Trustee	24/09/20 – 31/10/20	
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TRUSTEES ANNUAL REPORT

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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Charitable Incorporated Organisation (C.I.O.)
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed by a resolution passed at a properly convened meeting of the charity trustees. New trustees are recommended for selection by one of the existing trustees. The trustees will consider their suitability to act as a trustee for Plan Zheroes based on their skills and experience.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Board conducts quarterly meetings, which are attended by at least 3 Trustees plus the Chair. It supervises the activities of the charity, ensuring that good governance is followed and the finances of the charity are reported and discussed. From March 2020 board meetings were held virtually in compliance with COVID-19 guidelines.

The trustees assess risk periodically at board meetings considering the current and planned activities of the charity prepared by the Chair. An annual liability insurance policy is in place.

TRUSTEES ANNUAL REPORT

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the CIO are for the public benefit, to relieve poverty, hardship or distress in particular but not exclusively by facilitating the distribution of surplus food generated by businesses to charities and voluntary organisations, so that individuals or families living in food poverty are able to access such food.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

At Plan Zheroes, we inspire and enable businesses to give their surplus food to local charities and voluntary organisations that need it.

Using the specialist technology of an on-line interactive map, we provide a unique brokering service between the diverse types of food suppliers that have surplus wholesome food and local charities.

We create, develop and maintain relationships between both businesses and local charities which enable the redistribution of surplus food.

We create awareness and mobilise local communities on the agenda related to food poverty and surplus food.

The trustees confirm that they have complied with their duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the commission.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We have been dependent since our inception on a group of inspired and committed volunteers without whom we would not have achieved our success in redistributing surplus food.

TRUSTEES ANNUAL REPORT

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The period 2019/20 was a challenging time for Plan Zheroes. Due to lack of funding the charity had to adapt to the loss of both of its full-time paid staff members earlier in 2019. We were able, however, to retain our part time Business Development Manager, to work with our team of volunteers. In fact, this reduction in paid staff had no negative impact on our performance and we were able to redistribute over 180,000kg of food, significantly more than during the same period last year (26,857kg). This was largely due to so many hospitality businesses closing during the COVID lockdowns, donating stocks of food they could not sell. This caused a spike of additional work in March but meant there was more surplus food available than would normally have been the case.

During lockdown we suspended our food collections at Borough Market in order to minimise the risks to our volunteers. To ensure that charities could still receive food donations, we introduced a new procedure whereby they could collect directly from the market traders. This worked well, although we were unable to collect any data about the amount of food donated. Our volunteers returned to the market during the summer period when lockdown restrictions were eased.

As well as continuing to manage surplus food donations during the pandemic, we supported one of the chefs at the School of Wok and staff at the Arabica restaurant in London who generously provided over 5,000 meals for frontline NHS staff and local charities. This was much appreciated by the recipients. Our role was to help with volunteer transporters and with fundraising for the project.

Fundraising was also affected by the pandemic. It was not possible to hold our annual Wok for 1000 event and this will not be held again until 2022. However, we raised over £12,000 with a 95th birthday fundraiser for one of our co-founders, Lotti Henley. We also benefitted from several individual donations, including from a family who did a sponsored walk for us and some of the proceeds from an outdoor theatre performance.

Keytree, our IT partner, migrated our online platform to new servers. This provided more reliability and enabled bugs in the system to be fixed more quickly.

Board meetings were held online from March to October, which was not ideal, but ensured correct governance of the charity.

TRUSTEES ANNUAL REPORT

Section E Financial review

Review of the charity's financial position at the end of the period

The charity had a surplus for the year of £65,416.

At the end of the year the charity had total reserves of £177,068. This includes £33,524 of net current assets which is unrestricted.

Brief statement of the charity's policy on reserves

The charity currently aims to maintain a minimum level of reserves in order to sustain the existence of the charity. Expenditure levels are reviewed on a monthly basis and adjusted accordingly based on the forecast of income/cash-flow for the next 6 months. The charity is looking to increase the level of reserves as the growth of the charity will allow.

Details of any funds materially in deficit

None.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of funds has historically been through the receipt of grants and donations. In 2019/20 the level of funds received was affected by the pandemic and we were unable to hold the annual Wok for 1000 fundraising event, which was a great success in the previous year.

Investment policy – to date funds have been maintained in our HSBC current account to fund day to day operations, providing both liquidity and negligible risk. If we build up significant reserves we will review our investment options.

Section F Other optional information

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Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)


Lois Whipp (Aug 24 2021 16:09 GMT+1)

Full name(s)

Lois Whipp

Position (eg Secretary, Chair, etc)

Treasurer

Date

12/08/21

INDEPENDENT EXAMINER'S REPORT

Section A

Independent Examiner's Report

Report to the trustees/
members of

Plan Zheroes – The Zero Food Waste Heroes

On accounts for the
period ended

31 October 2020

Charity no
(if any)

1154291

Set out on pages

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Daniel Imray

Date:

24/08/2021

Name:

Daniel Imray

**Relevant professional
qualification(s) or body:**

ICAEW

Address:

329 Hills Road, Cambridge, CB2 0QT

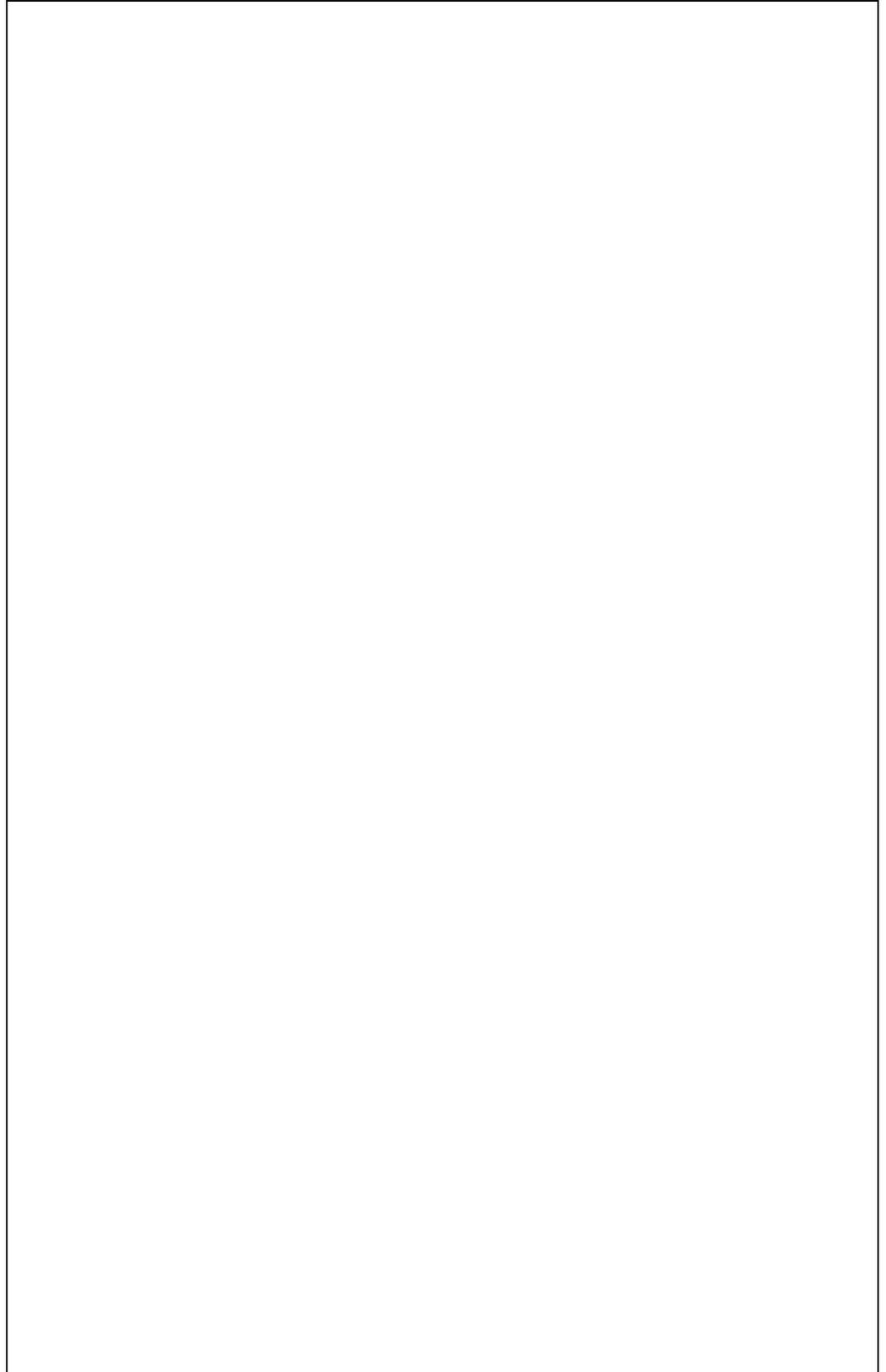
INDEPENDENT EXAMINER'S REPORT

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.



PLAN ZHEROES
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 OCTOBER 2020

	Notes	UNRESTRICTED FUNDS	RESTRICTED FUNDS	Total Funds 2020	Total Funds 2019
		£	£	£	£
INCOMING RESOURCES					
<i>Incoming Resources from Generated Funds</i>					
Donations and grants received	1	29,559	-	29,559	47,566
		29,559	-	29,559	47,566
Incoming Resources from Charitable Activities		3,900	-	3,900	6,000
Other incoming resources		153,975	-	153,975	77,928
Total Incoming Resources		187,434	-	187,434	131,494
OUTGOING RESOURCES					
Costs of generating funds		-	-	-	-
Governance costs		-	-	-	-
Charitable activities	2	122,018	-	122,018	126,699
Total Resources Expended		122,018	-	122,018	126,699
Net Incoming/ (Outgoing) Resources		65,416	-	65,416	4,795
Net Movement in Funds		65,416	-	65,416	4,795
Balance brought forward		111,652	-	111,652	106,857
Balance carried forward at 31 October		177,068	-	177,068	111,652

BALANCE SHEET

	Notes	Unrestricted	Restricted	2020 £	2019 £
FIXED ASSETS					
Tangible fixed assets		-	-	-	933
Intangible fixed assets	2	143,544	-	143,544	87,777
		<u>143,544</u>	<u>-</u>	<u>143,544</u>	<u>88,710</u>
CURRENT ASSETS					
Debtors	3	776	-	776	208
Cash at bank and in hand		32,948	-	32,948	23,134
		<u>33,724</u>	<u>-</u>	<u>33,724</u>	<u>23,342</u>
Creditors: amounts falling due within one year	4	(200)	-	(200)	(400)
Net Current Assets		<u>33,524</u>	<u>-</u>	<u>33,524</u>	<u>22,942</u>
Provision for liabilities and charges		-	-	-	-
Net Assets		<u>177,068</u>	<u>-</u>	<u>177,068</u>	<u>111,652</u>
FUNDS					
- Restricted	6	-	-	-	-
- Unrestricted		177,068	-	177,068	111,652
Total Funds		<u>177,068</u>	<u>-</u>	<u>177,068</u>	<u>111,652</u>

Approved by the Plan Zheroes Board of Trustees on 12/08/21 and signed on its behalf by:

Lois Whipp
Lois Whipp (Aug 24, 2021 16:09 GMT+1)

Lois Whipp ACA

Finance Trustee

The Accounting Policies and Notes on page 10 to 13 form part of these Financial Statements.

ACCOUNTING POLICIES

Basis of Preparation of Financial Statements

Accounting Convention

The Financial Statements are prepared on a going concern and accruals basis under the historical cost convention, with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014

Going concern

The trustees consider that the use of the going concern basis is appropriate because there are no material uncertainties relating to events or conditions that may cast significant doubt about the ability of the charity to continue as a going concern, and there is reasonable expectation that the charity has adequate reserves to continue in operational existence for the foreseeable future.

Incoming Resources

Incoming resources from generated funds comprise the following:

- Donations and grants from individuals and grant making bodies.

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Incoming Resources from Charitable Activities comprise the following:

- Fees charged for the sorting and distribution of surplus food at Borough Market;
- Food saver membership fees.

Other incoming resources comprise the following:

- The development/maintenance costs provided Pro Bono by Keytree for a website/application to enable the matching of surplus food from donors to requirements from recipients. This is included in the SOFA at the value of the gift provided to the charity.

Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

- Charitable activities comprise expenditure on the direct charitable activities of Plan Zheroes.

Fund Accounting

The **Accumulated Fund** is a general unrestricted fund which is available for use at the discretion of the Trustees in furtherance of the general objectives of Plan Zheroes and which has not been designated for other purposes.

Accounting for Intangible Fixed Assets

Intangible fixed assets includes software development of our website and application provided Pro Bono from Keytree. The cost is calculated based on the estimate from Keytree of the cost expended during the year.

Amortisation of Intangible Fixed Assets

Once Software is brought into live production, amortisation is provided on a straight-line basis so as to write off the cost or valuation of intangible fixed assets less estimated residual value over their estimated useful economic lives which are as follows:

- Software development – 3 years.

Tangible fixed assets and depreciation

All tangible assets costing more than £1000 are capitalised and valued at historical cost. Depreciation is charged on electric bicycles on a straight-line basis over their estimated useful life of three years from the year of acquisition.

Taxation

Plan Zheroes is a registered charity and is generally exempt from Corporation Tax and below the threshold for Value Added Tax (VAT). Irrecoverable VAT is included with the cost of those items to which it relates.

Provisions

A provision is made for a liability in the financial statements where Plan Zheroes has a present obligation as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the liability and a reliable estimate can be made of the obligation.

NOTES TO FINANCIAL STATEMENTS

1. Donations and grants received

Description	2020	2019
Garfield Weston	-	£10,000
Goldsmiths' Company	-	£2,000
Donations	£29,559	£35,566
Total Grants and Donations	£29,559	£47,566

The Charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

2. Resources Expended

	2020 £	2019 £
Salaries & Staff related costs	-	39,413
Consultancy	15,359	8,358
Volunteer expenses	-	100
Depreciation and amortisation	69,141	48,053
Legal and accountancy	235	183
Printing, postage & stationery	-	194
Platform maintenance	30,000	26,178
Office costs	-	1,921
Materials	-	115
Events	7,144	68
Travel & subsistence	-	70
IT & communication costs	139	530
Food delivery	-	221
Insurance	-	1,282
Bank fees	-	13
Charitable activities	<u>122,018</u>	<u>126,699</u>

The charity is grateful to Keytree for developing and maintaining the food donation platform. The value for developing the platform in the year was estimated at £123,975 (2019: £51,750) and for maintaining the platform £30,000 (2019: £26,178). The estimated value of these services is recognised within other incoming resources, and charges are included within platform maintenance, together with an addition to fixed assets. There were no amounts payable to the independent examiner for the independent examination or any other services. There have been no related party transactions in the period.

NOTES TO FINANCIAL STATEMENTS

2. Fixed Assets

	£	£
	Intangible	Tangible
COST OR VALUATION		
At 1 November 2019	620,384	2,650
Additions	123,975	-
Disposals	-	-
At 31 October 2020	<u>744,359</u>	<u>2,650</u>
ACCUMULATED AMORTISATION		
At 1 November 2019	532,607	1,717
Charge for year	68,208	933
Disposals	-	-
At 31 October 2020	<u>600,815</u>	<u>2,650</u>
NET BOOK VALUE		
At 31 October 2019	<u>87,777</u>	<u>933</u>
At 31 October 2020	<u>143,544</u>	<u>-</u>

Plan Zheroes had no capital commitments at 31 October 2020.

3. Debtors

	2020	2019
	£	£
Trade debtors	-	-
Other debtors	776	208
	<u>776</u>	<u>208</u>

Trade debtors represents grants awarded during the year, where the cash has not yet been received.

4. Creditors

	2020	2019
	£	£
Accruals	200	400
	<u>200</u>	<u>400</u>

5. Staff costs

	2020	2019
	£	£
Salaries and wages	-	35,652
Social security costs	-	2,659
Pension costs	-	1,102
Other employee benefits	-	-
	<u>-</u>	<u>39,413</u>

The total amount of employee benefits received by key management personnel during the year was £Nil (2019: £39,413).

No employees received employment benefits (excluding employer pension costs) for the reporting period of more than £60,000. None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity. No trustee expenses have been incurred.

The average number of employees was:

	2020	2019
Charitable activities	<u>0</u>	<u>1</u>
	<u>0</u>	<u>1</u>

There were no employees at the end of the year.

NOTES TO FINANCIAL STATEMENTS

6. Analysis of Total Funds as at 31 October 2020

Fund reconciliation	Balance at 1 November 2019	Income	Expenditure	Transfers	Gains/ (Losses)	Balance at 31 October 2020
Unrestricted	£111,652	£187,434	(£122,018)	-	-	£177,068
Restricted	-	-	-	-	-	-
Total	£111,652	£187,434	(£122,018)	-	-	£177,068

7. Limited Liability

Plan Zheroes is a charitable incorporated organisation (CIO) and thus has no share capital.

In the event of Plan Zheroes being wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

8. Charitable Status

Plan Zheroes is a charity registered with the Charity Commissioners for England and Wales, number 1154291.

9. Ultimate Controlling Party

The charitable organisation is controlled by its members.